

## INTRODUCTION

The City Council and the City Manager of the City of Purcell recognize the importance of every employee to the proper operation of the City and sincerely wish each employee success and satisfaction in his/her work. To help achieve this goal, it is important to have a personnel policy to govern all phases of Personnel Administration that is easily understood, and administered fairly, equitably, and consistently.

This personnel manual is intended to establish a positive employee relations climate and to communicate to all employees the personnel policies of the City of Purcell. These rules apply to all employees in each department, except the City Commission, members of City boards and committees appointed by the City Commission, and independent contract labor personnel.

It is not the purpose of this manual to create an implied contract of employment. All employees are "at will" employees and may be terminated at any time for the good of the service. The specific provisions contained herein and any amendments to this manual shall be made as required or desired by official City Council action. For purposes of this policy, all references to the City of Purcell automatically include the Purcell Public Works Authority unless specifically stated otherwise.

It is the policy of the City of Purcell to maintain equal opportunity in all personnel policies and practices. The City maintains a policy of nondiscrimination toward all current employees and all future applicants on the basis of race, color, religion, ethnic or national origin, age, sex, and/or disability. In addition, the City of Purcell is committed to making reasonable accommodations for the known physical and/or mental disabilities of qualified job applicants and employees. All decisions regarding reasonable accommodations will be made by the City Manager, based on the needs of the City and those of the particular applicant or employee.

The City Manager shall administer all aspects of personnel administration in accordance with these rules and in compliance with City ordinances, the laws of the State of Oklahoma, and the United States of America. This authority shall include, but not necessarily be limited to, the ability to:

- a. select, hire, promote, suspend, discharge, assign, supervise, and discipline employees;
- b. determine and alter starting times, quitting times, and shifts; to transfer employees within departments or into other departments and/or other job classifications;
- c. determine and change the size, composition, and qualifications of the work force;
- d. establish, change, and/or abolish its policies, practices, rules, and regulations;
- e. determine and modify job descriptions, job evaluations, and wage classifications;
- f. determine and alter methods and means by which its operations are to be carried on; and
- g. assign duties to employees in accordance with the needs and requirements determined by the supervisor and/or the City Manager.

## City Property and Equipment

GENERAL INFORMATION: All tools, equipment, vehicles, and other items owned by the City and issued to the employees are intended for official City business use only. They remain the property of the City and must be returned prior to the employee's termination of employment. In addition, employees to whom equipment and/or vehicles are assigned are responsible for the proper upkeep and maintenance of said equipment and/or vehicles. If a defect or damage is noted, it must be reported as soon as it is discovered.

Irresponsible or improper operation or use of City equipment or vehicles is prohibited and will subject the employee(s) to disciplinary action.

CITY VEHICLES: City vehicles are for official use only and are not to be used for personal or private business. Only authorized personnel may operate or be a passenger in City vehicles.

A valid, Oklahoma, properly classed driver's license may be a required job qualification for City employees. If after hiring, an employee fails to maintain a valid driver's license, the employee must notify their supervisor immediately. Failure to maintain a valid driver's license, if specified as a bona fide job requirement, may result in termination of employment. Periodic driver's license checks may be made to ensure all City vehicle operators are properly licensed.

In case of an accident involving a City vehicle, the employee must immediately notify the Police Department and his/her supervisor. All activity at the accident scene must conform with applicable law. This includes staying with the vehicle and, if a serious accident, leaving the vehicle in place until directed by the investigating officer to move it.

In the event of documented gross negligence on the part of an employee or group of employees that results in damage to a City vehicle, the employee(s) will be held responsible and shall reimburse the City for the repair of all damages.

## Harassment

It is the policy of the City of Purcell that all employees have the right to work in an environment free from discrimination, including verbal or physical conduct which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. This includes, but is not limited to: racial or ethnic slurs, jokes, or degrading comments concerning sex, age, religion, sexual orientation, disability, marital status or membership in any other protected group. Any such harassment is strictly prohibited.

SEXUAL HARASSMENT: It is also the policy of the City of Purcell to prohibit sexual harassment and to provide a work environment free from sexual harassment. Sexual harassment refers to behavior of a sexual nature which is unwelcome and personally offensive to its recipient.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a condition of employment;
2. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee; or
3. The conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile, or offensive to the employee.

Unwanted physical conduct, foul language, sexually-oriented propositions, jokes or remarks, obscene pictures, cartoons, or other materials may be considered offensive to another employee and are prohibited. Employees should immediately report any complaint to the City Manager. All complaints will be investigated in as discreet and confidential manner as is possible. Violation of the sexual harassment policy will be subject to disciplinary action but no employee will be subject to disciplinary action as a result of making or participating in the investigation of a complaint unless the complaint is fabricated for the purpose of harming another employee's reputation.

### Political Activities

No employee shall campaign, distribute literature, or solicit political contributions while on the job. No employee shall prohibit the right of another employee to have and express a personal choice or commitment provided such expression of views does not interfere with anyone's work duties.

No person shall solicit contributions or assessments for any charity, political party, or candidate during working hours. No City employee shall ever be expected, required, or coerced to contribute to any campaign. In addition, no person shall prohibit City employees from voting or from exercising his/her political rights as private citizens during non-working hours.

No City employee shall purport to represent the City at any political meeting, political activity, or in political publicity unless authorized in advance by the City Manager in writing.

An employee who chooses to run and campaign for political office shall take vacation leave or request personal leave without pay if he/she wishes to campaign during working hours. An employee elected to a post other than the Purcell City Commission may retain City employment after election if the elective post is not in violation of or conflict with City employment under statutory definition.

### Break Periods and Meal Times

Each employee may be allowed a break of no more than fifteen (15) minutes (including travel